



BASICS FOR REPOSITORY CUSTODIANS - TRAINING

JPL Library, Archives, and Records Section 273

CLASS DESCRIPTION:

Are you responsible for maintaining documentation (electronic or paper) for your organization? Then you are a repository custodian! The Basics for Repository Custodians course has been revised to focus on line organizations and provide guidance based on the newly revised Document and Data Control and Records Management requirements in JPL Rules! The class covers principles of managing a repository whether you are managing the files in an electronic system or in paper. It does not cover specific IT systems.

Register at <http://hr/et>

KEY OBJECTIVES:

You will learn:

- ❖ What is a repository?
- ❖ What goes in a repository?
- ❖ Who is responsible for managing the repository and why?
- ❖ How are the repository and its contents managed?

SCHEDULE AND LOCATION:

- ❖ Class Dates: 1. December 12, 2008
2. January 29, 2009
- ❖ Locations: 1. 126-112 Conference Room
2. 111-117 Conference Room
- ❖ Time: 1:00 PM – 2:30 PM
- ❖ Total Hours: 1.5
- ❖ Instructor: Records Staff

For more information, call Records Management Group – X4-5469

SECTION 273

Margo Young, 4-3007
Manager

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LIBRARY

Barbara Amago, 4-3183
Supervisor

Library e-mail:
Library@jpl.nasa.gov

Info/Reference, 4-4200

Library Building 111
M-Fr. 7:30 a.m. to 4:45.m.
RDO Fridays-closed

ARCHIVES

Archives e-mail:
Archives@jpl.nasa.gov

RECORDS

Susan Hendrickson, 4-5469
JPL Records Manager

Lee Reynolds, 4-9253
Records Management Assistant

See e-mail below for New
RSRs

RSR Process & Forms
<http://rules.jpl.nasa.gov/cgi/doc-gw.pl?DocID=65913>

Records e-mail
Records@jpl.nasa.gov

Visit our web-site at <http://beacon>